



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 03-17

M e m o r a n d u m

Date: February 7, 2003
To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators
From: Peggy Staples
ESS Data Management Specialist
RE: Census Eligibility Criteria

Recently, the Office of Special Education Programs (OSEP) was asked about students not having a current IEP or evaluation on December 1. OSEP and the Office of the Inspector General (OIG) determined that the only two scenarios that would make a student ineligible for placement on the census would be 1) non-eligibility to receive services and 2) not receiving services. Thus, our policy has now changed to reflect the ruling above. This will also apply to our policy regarding census removals.

If you have purposely left any students off of the census because of an expired IEP or re-evaluation, you may now place them on the census, as long as the student continues to receive services. Please submit these transactions to SAIS as soon as possible. Doing so will accurately reflect your federal child count and will further increase your 40th and 100th day add-on ADM state funding.

If you have any questions or concerns regarding the eligibility criteria for the special education census, feel free to contact your ESS specialist.

cc: Nettie Klingler, Director of School Finance
Mario Salinas, Student Accountability Manager, School Finance
Rose Whelihan, Student Accountability Manager – Charter Schools, School Finance
Richard Scott, Program Manager, Audit Resolution